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of the

British Columbia Legislative Library

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OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.

May 9, 1988

The Honourable John Reynolds
Speaker of the Legislative Assembly of
British Columbia

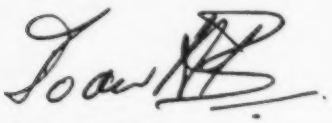
Mr. Speaker:

I have the honour to submit the Annual Report for the year 1987.

The report presents an overview of the Library's history as well as its activities for 1987. Additional information and statistics for the year 1987 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1985.

Respectfully submitted,



Joan A. Barton
Legislative Librarian

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BRITISH COLUMBIA LEGISLATIVE LIBRARY

A Review

HISTORY

The Legislative Library was founded in 1863 to serve the colonial Legislature of Vancouver Island and subsequently the Province of British Columbia when the united colonies of Vancouver Island and British Columbia joined Confederation in 1871. The first permanent Legislative Librarian was appointed in 1893. In 1984 the *Legislative Library Act* formally established the institution which exists today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material intended for archival and provincial public library collections. Eventually two new organizations, the *Provincial Archives* and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney-General, 1911-1919; Department of the Provincial Secretary, 1919-1942; Department of Education, 1942-1960/61; Department of the Provincial Secretary 1961/62-1977; and Ministry of Provincial Secretary and Government Services, 1978-1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

MANDATE

Under the Legislative Library Act, R.S.B.C. 1979, C.230, S.B.C. 1985, C.11 and Standing Orders of the Legislative Assembly, Nos. 116-119, the Library is required to provide reference and research services for the Members of the Legislative Assembly, their research staffs, the Executive Council, the Officers of the House, legislative support staffs and the Press Gallery. Provided there is no conflict with service to these core users, it also assists research staffs of the provincial public service.

ADDITIONAL ACTIVITIES

The Library's facilities are extended to the general public whenever there is no conflict with the needs of legislative officials and their staffs. In addition two programs have a direct impact on the Province. They are the *Cataloguing in Publication Program (CIP)* and the preparation of the *British Columbia Government Publications Monthly Checklist*.

THE ORGANIZATION: ITS SERVICES AND POLICIES

The Library pursues its mandate through a division of services based on the traditional library organization:

Public Services — The chief access point for information retrieval: the Information Desk and supporting bibliographical material such as the Newspaper Index, the Member's Reading Room, bibliographic catalogues, reference materials, the Special Projects Section and the staff designated to meet the information needs of clients.

Technical Services — The support services established to acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division*, the *Cataloguing Division* and the *Acquisitions and Filming Division*. Technical Services also bears major responsibilities for computer services and word processing functions.

REFERENCE SERVICES DIVISION

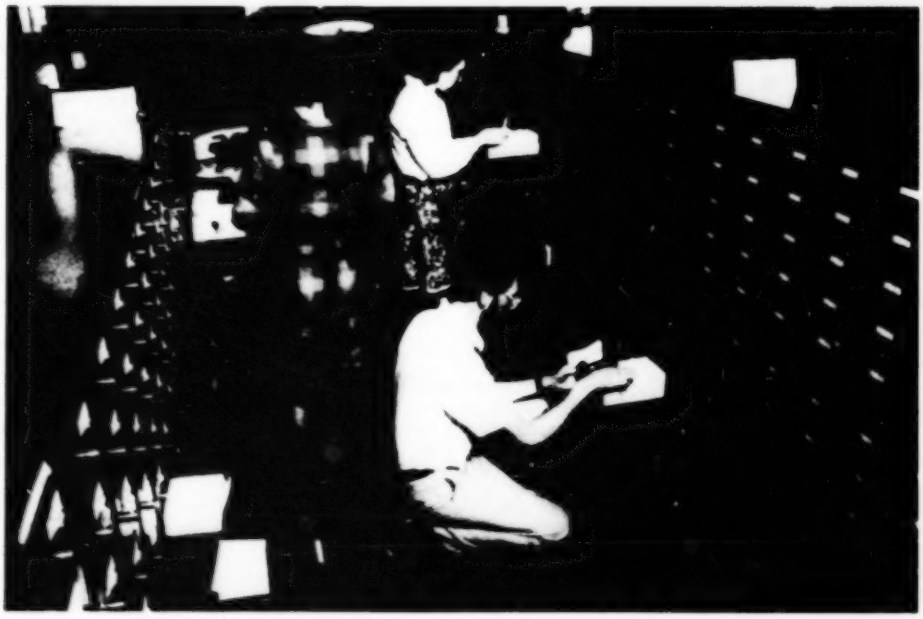
The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books and government publications, and with computer assisted literature searches and inter-library loan services.

There are six Reference Librarians assigned to the Reference Services Division. One is always at the Information Desk to meet and assist library users. All members of the professional staff, including the Legislative Librarian, are required to provide reference services to clients. The services provided are entirely objective, confidential and a-political. They must also meet the high standards of quality and accuracy laid down by tradition and enforced by the Legislative Librarian. Librarians provide factual, non-interpretive information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as women's contribution to the Canadian Gross National Product, conflict of interest legislation, casinos, gambling legislation and the issues involved in the privatization of government programs.

Newspaper Index

The Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers since 1900. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The index is arranged by subject. The Library expects that with improvements in computer-based storage and retrieval systems the index will, within the near future, be converted from a card file to an on-line service.

Significant newspapers included in the index are: *The Colonist* and *The Times*, published in Victoria; *The World*, *The Morning Sun*, *The Star*, *The Province* and *The News Herald* published in Vancouver. The *Victoria Times-Colonist*, the *Vancouver Sun* and the *Vancouver Province* are the newspapers currently indexed. There was minimal indexing between 1910 and 1930. A program for retrospective indexing (Retro Indexing) was introduced in 1973 to fill



Reference staff working at the Newspaper Index.

in the gap. It is a slow process as Retro Indexing always gives way to more pressing priorities.

Computer Assisted Reference Service

On-line information retrieval systems provide information not available in print sources and in advance of print material. They also improve on types of searching which could be done manually, but only with great expenditure of staff and time. The technique also provides users with areas of information contained in sources which are not subscribed to by the Legislative Library. On-line reference service was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library
- Extend the information resources available to researchers
- Accomplish the above at least cost.

The service began with two systems. Today the Library has access to thirteen comprising some 500 data bases. The extent and scope of the service continues to expand and it has steadily established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. On-line searching has been integrated into each librarian's traditional reference program. They assess questions to determine whether searches should be done manually, by computer, or by a mix of both techniques.

Inter-library Loans

Inter-library Loans (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. They supplement their individual collections to meet the needs of their clients in subject areas where the institutions may be deficient.

Reciprocal Agreements. This Library has reciprocal Inter-library Loan agreements with the Universities of Victoria and British columbia. Instead of adhering to the more cumbersome international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" arrangements.

The *Envoy Electronic Message Service* is a communications network which allows participating institutions to transmit loan information via computer terminals. The Legislative Library joined the system in January 1983.

GOVERNMENT PUBLICATIONS DIVISION

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling *The British Columbia Government Publications Monthly Checklist*, and administering the *Legislative Exchange Program* and other exchange and deposit arrangements.

Government publications are defined as Federal, Provincial, Crown Agency and State Publications. The Library separates government publications from book and periodical materials which are produced by non-government organizations. Publications are arranged according to jurisdiction in alphabetical sequence. They are retrieved through the *Government Publications Card Index* which is compiled by the Division.

In 1978 the Division devised its own alpha-numeric coding scheme to facilitate retrieval and reshelving of government publications. The new scheme has successfully eased problems of document retrieval in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications*, Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

The Legislative Exchange Program

This program is a cooperative exchange between British Commonwealth Legislatures and Parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications. Members of the program include Great Britain, Australia, the Canadian Parliament, Canadian Provincial Legislatures and some United States jurisdictions. Publications sent to exchange participants include:

- British Columbia Gazette, Parts I, II and Index
- Journals of the Legislative Assembly
- Bills, 1st Reading
- Bills, 3rd Reading
- Orders of the Day
- Votes and Proceedings
- Legislative Debates and Index
- Statutes

Linda Jackson inputting records for the British Columbia Government Publications Monthly Checklist.

- Annual Index to the revised Statutes, 1979
- British Columbia Government Publications Monthly Checklist and the Annual Cumulation.

The Monthly Checklist

The *British Columbia Government Publications Monthly Checklist* is intended to improve the public's knowledge of and access to British Columbia government publications.

Each Ministry is responsible for the distribution of its own publications. This decentralised system makes it difficult for the public to have easy access to the wide range of government publications available to them. Since the Legislative Library is the provincial depository library and has daily contact with both the ministries and various printing agencies, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The Checklist and the Annual Cumulation are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold to subscribers on request.

CATALOGUING DIVISION

The functions of the Cataloguing Division include the cataloguing and classification of all non-government publications added to the collection, and participation in the Cataloguing in Publication Program (CIP).

Cataloguing Services

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR II) for the organization of all non-government book materials.

Since the Library's inception the card catalogue has been the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970's it became increasingly evident to libraries that more and more users avoided card catalogues whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules (e.g., filing sequences) resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this Library, turned to automated cataloguing systems which offer benefits such as decreased time spent in searching and maintenance and less time and effort needed to understand the system in order to use it productively.

Computer Output Microfiche (COM) Catalogue

In January 1979 the Legislative Library began using the University of Toronto Library Automation Systems (Utlas) catalogue support service to build up a file of machine-readable records. This file is used to produce a computer-output microfiche (COM) catalogue. The card catalogue was closed at the end of March 1979. Access to all books added to the collection since that date is provided through the COM catalogue only.

Retrospective Conversion

While the initial use of Utlas was intended for current cataloguing only, the Division steadily built up the COM catalogue by transferring card catalogue records for items which had copies or volumes added.

The Catalogue of the Future

The Legislative Library has not yet implemented an on-line computer assisted system in which the user, with little knowledge of how the system works, is able to find what is needed quickly and with little effort. The present system reflects an intermediate stage. However, the Library is aggressively searching for an on-line system which will meet the needs of its clients.

Cataloguing In Publication (CIP)

Cataloguing in Publication (CIP) is a program coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published.

Since May 1978 the Legislative Library has been the official agent for supplying

CIP data in the publications of British Columbia Ministries and Crown Agencies. In August 1980 the program received official sanction from the Executive Council. Under Cabinet Directive 80-2 all titles which fall within the scope of the CIP program must be submitted before publication to the Cataloguing Division for CIP.

Benefits of the Program

The chief benefits of CIP are related to ensuring ease of access to Provincial Government publications:

- Bookstores, libraries and information centres in North America and beyond are provided more quickly with the information needed to select and order publications
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publication when it is acquired
- Libraries and information centres are able to make government publications more quickly accessible to researchers and the general public
- Elusive publications which might have been lost to future researchers are added to the Legislative Library's collection.

An example of CIP is contained on the verso of the title page of this report. Appendix III illustrates full CIP entries in two British Columbia Government publications.

ACQUISITIONS AND FILMING DIVISION

This Division is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Division members perform bibliographic searching, ordering and recording of newly arrived material which is routed to the Cataloguing and Reference Divisions.

Through the activities of the *Filming Unit* original documents such as British Columbia newspapers, periodicals and government publications, notably the Papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the Provincial Archives.

Verna Bradley preparing articles for the Sessional Clipping Books.

The Division works closely with the Records Management Branch of the Ministry of Provincial Secretary and Government Services, which is responsible for quality control and testing of all government microfilmed products, and with the Provincial Archives, which houses non-government literary, historical and artistic works, including the Provincial Newspaper Collection on microfilm.

Special Projects

In cooperation with the National Library of Canada the Division participates in the *British Columbia Newspaper Project* and the *Canadian Institute for Historical Microreproduction Project*. Both projects are outlined in *Library Activities, 1987* which follows.

The Physical Plant

After 100 years of service the Library has outgrown its present accommodation and must resort more and more to microform holdings for material to be retained for future legislators and their researchers. Most of the stack areas are overcrowded. There is little space left for new acquisitions and the efficiency of stack maintenance has been reduced:

- Books need to be shifted more frequently, which increases the wear and tear on material
- Shelf reading becomes more difficult, and is therefore done less often
- The user's search effort is intensified as there are more books to scan when locating desired items.

In order to alleviate those problems the Speaker gave permission in 1985 for the renovation of the attic which had remained underutilized since it was vacated by the Provincial Archives in 1971. The additional stack area has given the Library a short breathing space in which to reorganize overcrowded sections of the collection to better meet the needs of users.

LIBRARY ACTIVITIES, 1987

Public Services

Reference activities increased significantly during 1987. The added demands placed on the services by the newly elected 34th Parliament were consistently met with accuracy, speed and courtesy.

Overall reference requests increased by seven percent. Questions by Members of the Legislative Assembly and Legislative staff increased by more than forty percent. The increase in Legislative activity is a reflection of the shift in emphasis away from the public service towards providing services exclusively for the Legislature. It is also noteworthy that research questions requiring more than fifteen minutes of librarians' time to answer rose by thirty-two percent.

Circulation and Inter-library Loan

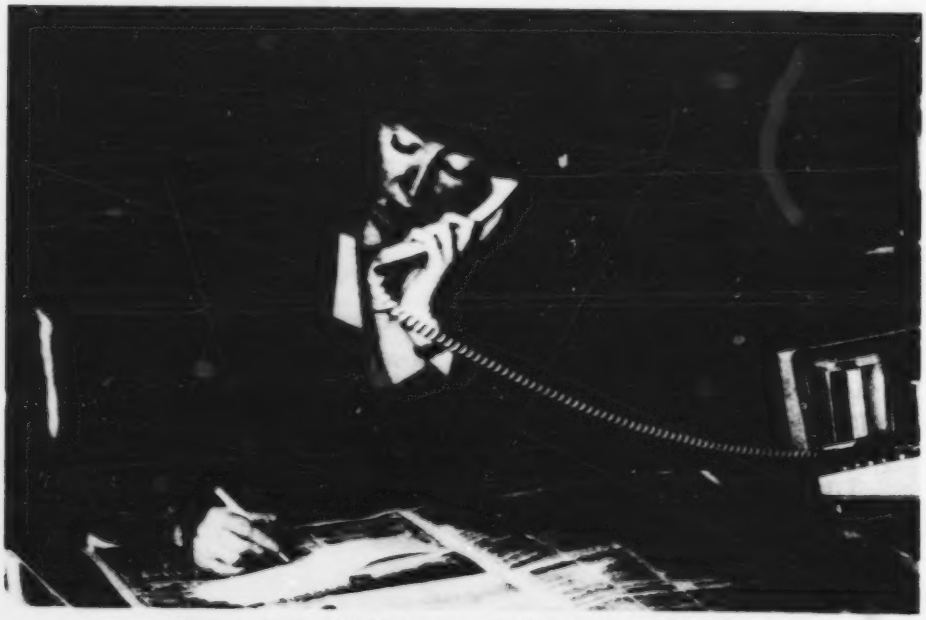
Circulation figures also climbed sharply. Total items loaned increased by thirty-six percent, while items loaned to Members of the Legislative Assembly and their staffs increased by more than seventy-three percent. The expanded demand for library materials is also reflected in the Inter-library loan statistics. Items borrowed for patrons rose by fifty-four percent over 1986. In addition, thirty percent more photocopies were made.

Computer Assisted Reference Service

The computer assisted reference requests also experienced a dramatic increase. The number of online services performed rose by seventy-one percent. Sixty-three percent of these searches were for Members of the Legislative Assembly and Legislative staff. Two new database systems became available during 1987: *Infomart*, which gives full-text access to major Canadian and American newspapers, and *FP Online*, which contains the full-text of the *Financial Post* newspaper.

Newspaper Indexes

The current Newspaper Index section was handicapped by illness and staff changes. Nevertheless, the index remained up-to-date and the number of entries into the catalogue increased by more than twelve percent. Linda Stinson (Office As-



Maureen Lawson indexing newspapers in the Reference Division.

sistant 2) kept the index running smoothly while substituting for Johanna Reay-Nesbitt (Clerk 3) who was away for several months on sick leave. The success of the current indexing section was however at the cost of the Retrospective Newspaper Index where indexing was virtually suspended during the year.

Special Projects

Reference librarians participated in a number of special projects during 1987. The most noteworthy are listed below.

Index to Parliamentary Practice in British Columbia

Vivienne Bruce produced the index to the second edition of *Parliamentary Practice in British Columbia*, compiled by the Legislative Assembly's Commissioner and Deputy Clerk, E. George MacMinn, Q.C. The volume was published in February 1987.

A Selected Bibliography on the Political History of British Columbia

At the request of a Member of the Assembly, Mary Ann Murphy compiled an extensive bibliography entitled *A Selective Bibliography of Books and Articles on the History and Political History of British Columbia*. The bibliography has been added to the Library's collection and complimentary copies sent to other parliamentary libraries across Canada.

Other Publications

Frederike Verspoor completed two outstanding reference publications: *Party Leaders in British Columbia 1900-1987* and *Premiers of British Columbia 1871-1987 and Leaders of the Opposition 1903-1987*. As new information becomes available both publications are updated on a regular basis. Production of these publications has been made easier through information gathered in 1986 for *The British Columbia Electoral History Project*.

Subject List of Periodicals

William Peters compiled a subject list of periodicals currently received by the Legislative Library. The list is a useful tool in helping to produce specialized subject bibliographies for clients.

Current Contents

Early in the year the Division launched a new current awareness service titled *Current Contents*. Subject bibliographies based on publications held by the Library are produced for Members of the Legislative Assembly. This is an on request service or based on the librarians' anticipation of Members' needs. *Current Contents* ensures that information is available on demand. William Peters and Frederike Verspoor were responsible for most of the bibliographies produced during the year.

Guide to Dialindex

Vivienne Bruce produced a guide to the online database *Dialog's Dialindex*. The guide is used to select appropriate databases for online searching.

Technical Services

CATALOGUING DIVISION

In 1987 the Cataloguing Division focused on training new staff, modifying procedures and policies, maintaining current responsibilities for cataloguing and participating in automation planning. The Division continued to emphasize its interaction with other divisions in the Library through cooperation and discussion of common issues. As the Library moves closer towards automation and the use of shared files there is increased need for greater interaction in developing inter-divisional procedures and workflows.

During the first half of the year some staff adjustments required an increased emphasis on training. This reallocation of staff time is reflected in a marginal decrease in titles catalogued and the number of records converted from the closed card catalogue to the microfiche (COM) catalogue.

Workflow Review

In its continued effort to improve efficiency in the Division the staff undertook a number of new initiatives and reviews in both policy and procedure areas. Some significant ones included:

- Reviewed policy for recataloguing superseded editions and agreed that all such material be reviewed to determine its status in the collection before it was recatalogued.
- Elimination of the redundant stamping of authority file cards for the Official Catalogue at the suggestion of Wendy Carmichael and Lois McGregor.
- Discontinued the log of records dropped from the Utlas database after Joyce Robertson pointed out that the information was retained online.
- Simplified the cross reference structure on name authority cards.
- Revised Recon standards to reduce the editing required.
- Trained support staff to update holdings for straightforward open entries.
- Introduced a standard for the input of derived and original cataloguing at three and one-half minutes and seven minutes respectively.
- Introduced a test plan to assign oversize status at the point of cataloguing, through the use of two new collection codes: OS and OF (Oversize and Oversize Flat respectively). The codes identify the filing location in the catalogue itself and reduce the processing time taken for labeling and shelving books.
- Reorganized the Shelf List and Subject Authority files to allow for expansion.
- Assisted the Government Publications Division in reorganizing the public catalogues to allow expansion of the government publications catalogue. The card catalogue for monographs has been reduced by half as a result of automation, thereby freeing up much neded space for other manually produced indexes.
- As a cost saving measure, changed the Utlas shelf list card production cycle from weekly to twice per month with a change in the cutoff day from Friday to Monday.
- Began inputting the Division's Manual on the word processor to facilitate updating.
- Prepared a preliminary series of flow charts on the workflow in the Division as a training aid for new staff and students.
- Marjorie Howell introduced standards for cataloguing video recordings and established a new collection code, "VR", for this material.

Automated Cataloguing

The Library continues its methodical search for an integrated library system which includes functions for acquisitions management, serials control, an online public access catalogue, newspaper and periodicals indexes and a catalogue support system. To this end several new activities were introduced by the Cataloguing Division during the year. They included:

Planning for an In-House System

The Legislative Library initiated a planning process for an integrated library sys-

Stephen Norman filing microfiche in the Reference Division.

tem. Preliminary general and specific goals were drawn up based on the Library's mission statement and needs. A list of required modules were identified and preliminary functional specifications were written for reference, serials control, acquisitions, and cataloguing modules. Specifications for circulation and a newspaper/periodical index will follow in 1988.

Collection Development Review

The Legislative Librarian and the division heads met weekly to revise and update the existing collection policy. The intent of the review was to bring the collection policy in line with present library objectives and future goals for development. The new policy statement has now been written.

Sydney Library System

Following the decision by the Government Libraries Association of British Columbia (GLABC) to purchase the *Sydney Library Automation System* in February, the Legislative Library through the Cataloguing Division became extremely active in the implementation of the system.

The Library is participating in a pilot project to determine whether the system meets the needs of the Library. Through participation on GLABC's Automation Committee the Library has taken an active role in converting existing files into the new system. Library staff wrote specifications for the conversion, assisted members in setting up the prerequisite tables, worked at problem solving, testing and trouble shooting. Test files have been loaded for the libraries at British Columbia Systems Corporation, Ministry of Forests and Lands and Ministry of Economic Development. Complete files for the ministries of Forests and Lands and Economic Development are imminent. Specifications for conversion have also been written for the Legal Services Society, the Ministry of Tourism, Recreation and Culture, and the Ministry of Education, the Modern Languages Services Branch.

Staff Orientation

In recognition of the need to bring all staff members up to an acceptable level of proficiency and familiarity with automated systems the Library undertook the following:

- Produced an in-house automation newsletter: *User Friendly*. One issue

was distributed to all staff members with a second scheduled for early 1988. The purpose of the newsletter is to keep Library staff up-to-date with developments in the area of automation in general and with the Library's particular activities.

- Preliminary information sessions were set up and demonstrations given on the cataloguing and inquiry module of the Sydney Library System.
- Demonstrations of other automated products such as *Bibliofile*, *Books in Print* and *Librarian's Helper* were also given to staff members.

Software Acquired

In order to further enhance the implementation of the automated system the Library has acquired the following software:

Typing Tutor A software package for the IBM PC and IBM PC compatibles. The program is designed to teach typing and keyboard skills and is used to assist staff who wish to upgrade their typing in preparation for automation.

Tech Serv This is a free Lotus template which contains statistical data for technical service applications. The Library received the package on request from Northbrook Public Library, Northbrook, Illinois.

Bibliofile Several copies of the Bibliofile demonstration disk which illustrates the features of data entry, downloading, editing, card and label production and book ordering are available for staff use. The program is based on the LC MARC CD-ROM file and is capable of handling full MARC records.

Books in Print Plus This demonstration diskette illustrates features of *Books in Print*, a traditional publishers guide, in the CD-ROM format. It includes searching and ordering applications.

Librarian's Helper This demonstration software package produces catalogue cards and spine labels. It does not, however, allow entry of full MARC records which limits its use for the Legislative Library.

Kermit This is a piece of public domain file transfer software which provides VT 100 emulation. It is currently being used to access the *Sydney Library System* mounted on a DEC VAX at British Columbia Systems Corporation. Lack of support documentation is limiting its use to this application only.

Procomm Another piece of public domain software, *Procomm* is also a communications product with emulation capabilities as well as the capability to download and upload files.

Statistical Reporting

The Cataloguing Division continued its use of automated technology to produce statistical information and perform administrative record-keeping more efficiently through the use of *Lotus 1-2-3* software. The Division received its own *Wang PC* in June. After considerable difficulty obtaining specified equipment, it succeeded in having the system fully operational by the end of December.

Cataloguing in Publication (CIP)

CIP cataloguing decreased by five percent from 304 items in 1986 to 228 in 1987. In February the Division distributed the revised booklet *Cataloguing in Publication CIP: A Guide for British Columbia Publishers* along with a cartoon poster to remind publishers to participate in the program. Following the distribution of the booklet the Library successfully updated its list of publishing contacts throughout government.

In April the National Library of Canada, which is the coordinator of the program, announced that a written contract for participation was no longer required. The program is now well established and continues to offer cataloguing benefits to small libraries and individual users throughout the Province and to Canadians at large.

During the year two new methods for communicating CIP information to users were introduced. At the onset of the Canada Post strike in June the Division used the ENVOY electronic mail system to send information to the National Library. The practice continued after the strike as a more effective method of transmitting rush requests. Later in the year facsimile transmission for communicating with publishers

was introduced. Both transmission methods improve turn-around time and enhance service to publishers.

Clerk's Papers Project

The project to arrange the Clerk's Papers for ease of access and preservation continues to be an important function of the Division. Marjorie Howell completed a list of committee records and annotated the Journals index up to 1929. Two copies of the finding list for 1950 to-date have been prepared, one for the Reference Room and one for the Dome storage area where the papers are housed. The Provincial Archives of British Columbia microfilmed the finding list for 1950-1983/84 for use with their copy of the microfilmed Clerk's Papers.

Marjorie Howell has also begun to examine various alternatives for producing an automated index and finding list for the Clerk's Papers. Word processing and database software are being reviewed for this purpose.

GOVERNMENT PUBLICATIONS DIVISION

With its small staff of five the Government Publications Division successfully performed the functions of processing and maintaining the Library's large collection of government publications, compiling *The British Columbia Government Publications Monthly Checklist* and administering the exchange programs. The staff reorganized and shifted the collection and prepared duplicate exchange lists. The number of publications received increased by six percent to 51,000. Three thousand items which completed the British sessional papers in hard copy accounted for the increase.

The British Columbia Government Publications Monthly Checklist

The Division continues to produce the Checklist through use of a Wang PC which is linked to the British Columbia Systems Corporation's mainframe computer. The cost of production increased by twenty-two percent. The increased disk storage charges which result from the growth of the file were partially offset by a thirty percent reduction in central processing charges. Typesetting costs at the Queen's Printer fell slightly during the year. Eleven issues of the Checklist were produced.

Exchange Agreement Ended

In April John MacEachern, the Head of Government Publications Division, wrote to the University of California, Los Angeles and ended the fifty year old exchange agreement between this Library and the University. Over the years the benefits of the agreement have steadily declined and the Division believes that there are Canadian libraries which have a greater need for British Columbia publications than foreign universities. By ending the agreement the Library is now able to make those publications available to libraries within Canada.

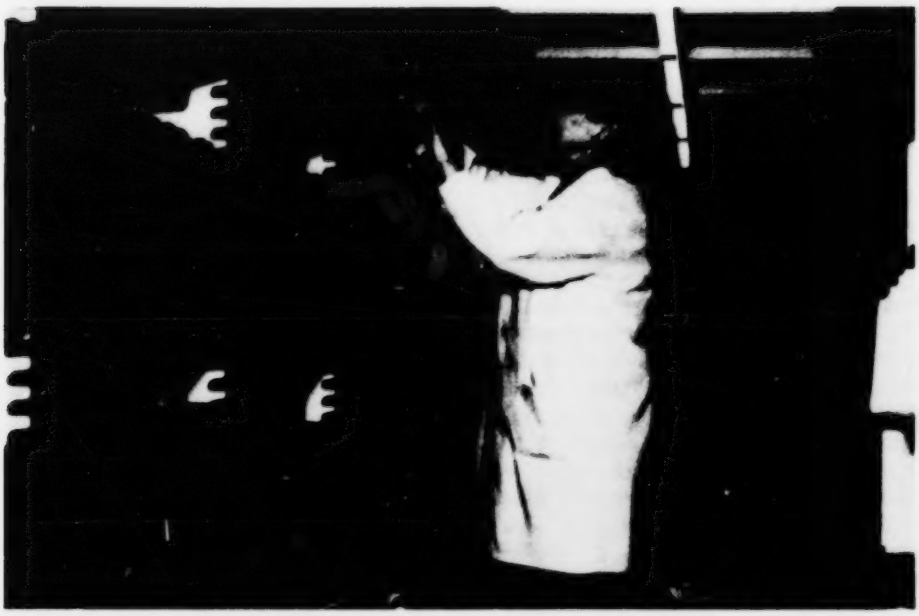
ACQUISITIONS AND FILMING DIVISION

The continued shortage of support staff impeded the *Acquisitions Division's* efforts to maintain its activities. The problem was exacerbated by the inability of the other divisions to offer assistance in light of their own limited staff and absences due to illness.

The Division therefore gave priority to its most urgent tasks such as entering the records for serial publications and new books, claiming missing items, reviewing accounts, ordering selected items and preparing materials for filming. Many of the printed lists produced by the Division were not updated. The *Microfilmed British Columbia Community Papers Held in the Legislative Library and Archives* and the *List of British Columbia Newspapers Currently Received* were produced.

British Columbia Newspaper Project

The purpose of this project is to compile a union catalogue of newspapers held by libraries in British Columbia. The Newspaper Committee of the British Columbia Library Association published its *Plan for the British Columbia Newspaper Project* in July 1984. In August 1986 it completed one of its main objectives: a detailed preliminary bibliographic and holdings inventory of the Legislative Library's collection of British Columbia newspapers. The second phase was concluded in the fall of 1987 with the production of the first edition of *The Union Catalogue of British Columbia*



Donna Locken shelving government publications in the stacks.

Newspapers. The catalogue has been published in microfiche by the British Columbia Library Association.

The Union Catalogue of British Columbia Newspapers attempts to list all known newspapers published in the Province. This includes titles for which there are no known holdings. There are 3,000 bibliographic and 7,000 holdings records from 266 identified locations. Approximately 1,500 titles are noted. This Library and the Provincial Archives hold the majority of British Columbia newspapers and are therefore the source of most of the records listed in the union catalogue. The Legislative Library has agreed to continue to provide copies of its own updated records so that when there is additional funding future editions of the catalogue may be compiled. Through its ongoing microfilming program the Library also continues to compile the cumulated lists of microfilmed newspapers.

Filming Projects/Newspaper Transfers

The program to film British Columbia newspapers and transfer older microfilm runs to the Provincial Archives continued. At present the Library has 2,203 reels for 509 titles; the Archives holds 621 titles.

The long term project of disbinding old newspapers for filming progressed to the end of the North Vancouver titles. Actual refilming is done to the Lillooet newspapers. The long run of the *Trail Daily Times* is nearly half finished. Gaps in the runs of newspapers normally filmed by commercial firms were also filled in by the Library's Filming Unit. Regular filming of the current newspapers was also maintained. Two hundred and two titles were completed and sixty titles of the older runs were handled.

A total of 364,339 frames and 779 rolls were used. This represents an increase of over 40,000 frames and ninety five rolls. Regular duties also included replacing worn out reels and the addition of plugs to keep the film from running off the end of the reel in the microfilm reader.

Canadian Institute for Historical Microreproductions

The Library agreed to a request from the Canadian Institute for Historical Microreproductions to borrow a further forty titles for filming and incorporation in the pre-1901 monographic collection. A microfiche copy of the *Preliminary Checklist*

of pre-1901 Canadian Serials was received from the Institute in return for the Library's participation in the project which lists British Columbia 19th century serials.

Duplicate Exchange

The National Library's 1986 request for a comprehensive list of all francophone material held in the Library resulted in an evaluation of all francophone titles. Material peripheral to British Columbia's needs were placed on a special *Duplicate Exchange List*. Nearly all the titles listed were requested by other institutions. Those dealing with Egypt proved to be the most popular.

During the year the Acquisitions Division issued three lists and disposed of 5,026 items. The Government Publications Division also produced three lists from which 1,500 items were taken by other institutions.

ORGANIZATION AND STAFFING

Although the complement of staff remained relatively stable during the year, there were some changes. Lengthy illnesses also created problems in some divisions. Staff changes are summarized in Appendix II.

The spring session proved to be a very demanding one for the Library and its staff members. The additional pressure created by requests for services from the new Members of the Assembly was considerably relieved by the appointment of a sessional librarian.

The full-time complement of staff totalled thirty-two. Distribution was as follows:

Office of the Librarian	3
Reference Services	12
Cataloguing Division	6.5
Government Publications Division	5
Acquisitions and Filming Division	4.5
Library Attendant	1
Sessional Staff:	
Sessional Librarian	1
Sessional Assistants	2

Retirement

Margaret Hastings, the Deputy Legislative Librarian and Supervisor of the *Ac-*

Retirement presentation to Deputy Librarian on December 10th. Left to right: Joan Barton, Legislative Librarian; Honourable Elwood Veitch, Provincial Secretary; Margaret Hastings, Deputy Librarian; Mr. Speaker, the Honourable John Reynolds and Mrs. Reynolds.

quisitions and Filming Division, took advantage of the government's early retirement plan and left the staff at the end of the year. During her 31 years in the Library she made an outstanding contribution to all its operations and services.

On the evening of December 8th Speaker John Reynolds hosted a retirement reception for Miss Hastings which was attended by Members of the Legislative Assembly and her many colleagues and friends.

PUBLIC RELATIONS

Members of staff participated in many interesting and rewarding community activities. These activities help to enhance the Library's profile in special ways and promote its use. The staff also offered orientation tours and instruction on library use to patrons and visitors. Special tours and detailed orientation sessions were given to new Members of the Assembly and their staffs on request.

Among the highlights of 1987 were the orientation sessions held for new Members of the Legislative Assembly. These sessions provided an excellent opportunity for staff to meet the Members, show them their Library and promote its services. The presentations consisted of a welcome and introduction by Joan Barton, Legislative Librarian, a showing of the slide-tape program on the Library, an overview of Library services by the Head of Reference, Maureen Lawson and a description of Library publications by Deputy Legislative Librarian, Margaret Hastings. A package consisting of a selection of Library publications, brochures and notices was given to each Member. The sessions were well attended and well received by the Members.

VISITORS TO THE LEGISLATIVE LIBRARY

Association of Parliamentary Librarians in Canada

The Association of Parliamentary Librarians in Canada (APLIC) held a business meeting in the Hemlock Room of the Parliament Buildings on Thursday, June 11, 1987. The Association consists of the heads of Parliamentary and Legislative Libraries across Canada. It was founded at Queen's Park, Toronto, during the 1975 annual conference of the Canadian Library Association (CLA). Since that time it has met in Ottawa or one of the provincial capitals every second year. Members hold a one day business meeting in the interim year. The meeting is held in the province where CLA has its annual convention. This year CLA met in Vancouver, June 11 to 16.

The principal objectives of the Association are to improve parliamentary library service in Canada, foster communications among members on matters of mutual interest, identify issues requiring research and encourage cooperation among parliamentary officials and organizations.

Topics discussed during the meeting included the problems created by lack of space, especially for housing government publications, new automation trends in APLIC libraries, library security and the appraisal and insurance of library collections.

On the evening of June 10, Speaker John Reynolds hosted a reception and dinner for the members of APLIC which allowed them the opportunity to meet Members of the British Columbia Legislative Assembly and other invited guests.

Australian Parliamentary Librarian

The Australian Parliamentary Librarian, Hillas MacLean and his wife visited Victoria during the first week of September. They were given an exfensive tour of the Parliament Buildings and the Legislative Library by Legislative Librarian, Joan Barton.

Legislative Interns

The orientation session for the incoming group of eight Legislative Interns, which is a traditional feature of the Library's early-year activities, included a showing of the slide-tape presentation prepared for the Members of the Assembly. The sessions were conducted by Joan Barton, Margaret Hastings and Maureen Lawson (January 5).

University of British Columbia Library School Students

Marianne Hall and Debbie Milward visited the Library for the two week period January 5 to 16, in order to meet the practicum requirements for the Masters Degree in Library Science and Archival Studies. Debbie Milward concentrated her efforts

Some APLIC members, library staff and Members of the Legislative Assembly at the Speaker's reception on the evening of June 10th.

primarily in the Cataloguing Division while Marianne Hall worked throughout the Library spending time in the Acquisitions, Cataloguing, Government Publications and Reference Divisions. On January 5 they joined in the orientation program prepared for the Legislative Interns.

Library Technicians

On February 19 and March 5 respectively students from the Library Technician classes of Fraser Valley Community College and Vancouver Community College visited the Library for their customary annual tour.

Commonwealth Parliamentary Librarian

Mrs. Marian Alman the recently retired librarian for the British Commonwealth Parliamentary Association visited the Parliament Buildings on the afternoon of May 21. After meeting with the Clerk of the House she was given an extensive tour of the Library by Legislative Librarian Joan Barton.

University of Victoria Law Library

Margaret Salmond from the University of Victoria Law Library visited the Cataloguing Division to discuss work flow for Utlas cataloguing with members of the staff (September 25).

Government Libraries Association of British Columbia

On the afternoon of October 7 the Government Libraries Association (GLABC) held their monthly meeting in the Legislative Library. As part of their ongoing library education program they received a presentation by Legislative Librarian Joan Barton on the topic *Policies and Procedures of the Legislative Library.* The group also viewed the Library's slide-tape orientation presentation.

STAFF DEVELOPMENT

Staff members who wish to engage in continuing education activities which help to maintain and heighten job performance are encouraged to do so. During the year

employees were given opportunities to participate in both in-service and external training events as well as job related seminars and conferences.

Computer Based Literature Searches

Each year reference librarians attend workshops designed to enhance their online searching skills. Online information retrieval sessions attended included workshops offered by *Dialog, Infomart, Infoglobe, FP Online* and *QL Systems*.

Automated Library Systems

As the Library accelerates its search for an integrated library automated system members of the professional staff take all available opportunities to participate in systems activities in the area. To this end Sheila Gann the Head of Cataloguing continued her work on the Government Libraries Association of British Columbia's (GLABC) Systems Committee. GLABC has implemented the *Sydney Library Automation System* purchased by the British Columbia Systems Corporation. During the implementation stages she worked extensively with the system as a coordinator in helping to load the converted data to the system. The Library is participating on a pilot project basis for a three year period. So far participation has proved to be a valuable learning experience for the staff members who have worked with the Sydney system.

Staff members also attended a number of demonstrations and seminars related to library automation. They included:

- INFOMART — a demonstration for reference librarians of *Infomart's* newspaper databases which use BASIS as the database management system. The Library was given a copy of PROCOMM which is public domain software. Attended by Sheila Gann and all reference librarians (April 22).
- GENCAT — a micro-based database system developed by *Eloquent Systems Incorporated* in Vancouver. The system which is limited to the micro CD-ROM environment, is not suitable for this Library. It included cataloguing and inquiry modules only. Attended by Maureen Lawson and Sheila Gann (April 22).
- *Sydney Development Library System* — a three day training session for the *Sydney Development Corporation Library Management System*. The sessions included cataloguing, inquiry and MARC (machine readable cataloguing) Interface. Attended by John MacEachern, Maureen Lawson and Sheila Gann (May 5-7). The acquisitions and circulation modules demonstration were attended by John MacEachern and Sheila Gann (December 17-18).
- *RMG Seminar* — an overview of the planning and buying process for an automated system. The seminar was given as a pre-conference session at the American Library Association Conference in San Francisco. Attended by Sheila Gann (June 20).
- *Sydney Library System Demonstration* — Sheila Gann gave a demonstration to the Industrial Relations Council of the *Sydney Library System* at the British Columbia Systems Corporation offices (October 21).

Personnel Management

Sheila Gann, Joyce Robertson, Linda Jackson and Johanna Reay-Nesbitt attended a Recruitment and Selection workshop, sponsored by the Ministry of Provincial Secretary and Government Services (January 20).

Joan Barton attended a session on the Employment Assistance Program (EAP). The object of the program is to encourage employees in need of guidance on personal matters to approach the EAP privately or through referral by supervisors, for assistance in overcoming problems which impact negatively on the work environment.

Leadership Motivation

Legislative Librarian Joan Barton attended the *Leadership Motivation* course sponsored by the Ministry of Provincial Secretary and Government Services. The thrust of the course is to outline for supervisors the need to identify personal management styles and develop an awareness of how that style impacts on staff and their

ability to perform on the job (November 2-4).

Word Processing Training

In order to ensure continued and expanding training for staff in the use of word processors, several individuals attended Wang word processing courses sponsored by the Ministry of Provincial Secretary and Government Services. They included Linda Stinson, Kathryn Reine, Linda Cole and Johanna Reay-Nesbitt (May 25-27, June 2-4) Cheryl Wenezenki, Joyce Robertson and Jean MacDonald (May 25-27, June 2-4, June 8-10).

In order to further assist with proficiency in the use of Wang word processors the Ministry of Provincial Secretary and Government Services has initiated an in-house training program whereby Wang users are trained to teach other employees on a part-time basis. Stephanie Wood received training on April 14, 15 and May 5. Since then she has assisted on several occasions with training staff here in the Library and in other offices of the provincial government.

Industrial First Aid

A number of staff members have received first aid training to ensure that employees and visitors to the Parliament Buildings are given prompt medical assistance when required. William Williams successfully completed the Industrial First Aid Attendant renewal course, June 15-26 and Gloria Mosser updated her basic Coronary Pulminary Resuscitation (CPR) skills (February 16).

Lotus 1-2-3

Since the acquisition of the *Lotus 1-2-3* software package in 1986 several members of the staff have, through training and personal initiative, become proficient users of the system. Frederike Verspoor was given an introductory training session to assist her in using *Lotus 1-2-3* to compile statistics related to the reference online retrieval program.

Taking Charge of Your Career

This series of workshops sponsored by the Ministry of Provincial Secretary and Government Services, is designed to help women determine and plan possible career moves and to ensure their fuller participation in the work environment. The workshops are given partly on library time and partly on the participants' time. In preparation for volunteering as a facilitator for the workshops Joan Barton attended the sessions (July 9-13). Linda Cole also attended the workshops (August 20-September 3).

CONFERENCES AND OTHER PROFESSIONAL ACTIVITIES

International Federation of Library Associations and Institutions (IFLA)

Legislative Librarian Joan Barton attended the International Federation of Library Associations and Institutions' annual conference held in Brighton, England, August 16-21. The theme for the conference was *Library Information Services in a Changing World*. The Conference highlighted new technology and the skills required by modern librarians who now provide services in non-traditional ways.

In conjunction with the conference the Parliamentary Librarians Chapter held special meetings on Tuesday, August 18 in Brighton and Thursday, August 20 in London. The London meeting which was held in the House of Commons Library provided an opportunity to view the outstanding facilities and services offered to British parliamentarians.

Commonwealth Conference

At the request of the Canadian government the Legislative Library provided professional assistance for the documents centre at the *Commonwealth of Nations Conference* in Vancouver, October 5-16. Judith Bennett and Vivienne Bruce were chosen to manage a small reference collection selected by the staff of the Commonwealth Secretariat in London. The Librarians assumed responsibility for the printing and distribution of conference minutes and reports, and the supervision of support staff. They sat in on meetings of senior officials in order to provide documentation and information for delegates as required and to ensure that all confidential material was secured after each meeting. The librarians made a valuable contribution to the conference which reflected favourably on the Legislative Library and the province as a whole.

The Documents group at the Commonwealth of Nations Conference with the Commonwealth Secretary General, Shridath S. Ramphal in the foreground. Librarians from the Legislative Library, Vivienne Bruce and Judith Bennett are to his immediate right.

Institute of Public Administration of Canada (IPAC)

The Legislative Librarian continues to be an active member of IPAC, serving on the Executive Committee as chairperson of the Publications Committee. Special responsibilities include the publication of the *Victoria Forum*, the Regional Branch's newsletter which is issued twice per year and widely distributed across Canada.

British Columbia Newspaper Committee

Margaret Hastings continued to serve as the Library's representative on the *British Columbia Newspaper Committee*. The Committee held one meeting, April 14, during the year. Activities of the Committee are outlined on page 20.

American Society for Information Sciences, Western Canada Chapter (WESCAN ASIS)

John MacEachern attended the annual meeting of WESCAN ASIS held in Banff, Alberta. Chief among topics discussed was CD-ROM applications to library use and other automation functions. En route he visited the Vernon School District Centre for a demonstration of Bibliofile.

American Library Association (ALA) Conference

Sheila Gann attended the American Library Association Conference in San Francisco. She participated in sessions relevant to automation. These included system performance measurement, authority control, contract negotiation for automated systems, online displays and Request for Proposal preparation. Time was also spent looking at online systems and collecting material on systems (June 27-30).

Canadian Library Association (CLA) Conference

Marjorie Howell attended the Canadian Library Association Conference in Vancou-

ver on June 16. She participated in sessions on CD-ROM and Project Management. While at the conference she also acquired a very useful tape of the CD-ROM session.

Women's Programs Branch Advisors Committee

Joan Barton with Judith Bennett as alternate continued to represent the women in the Library at the Women's Programs Branch Advisors Committee. Under the sponsorship of the Ministry of Provincial Secretary and Government Services the program attempts to enhance career advancement opportunities for women and to make their special needs known to the executive branch of government.

British Columbia Automated Cataloguing Committee

On May 14, Sheila Gann attended the *British Columbia Automated Cataloguing Committee* meeting in Kamloops. The day's activities included technical services reports from participants, discussions on cataloguing and technical services standards, and demonstrations of BUCAT, the system developed by Brandon University and Bibliofile. A quick hit list test on Bibliofile was also done. The results confirm expectations that the system is a good source for trade book material but of limited use for Canadian and government material.

Sheila Gann also attended a subsequent meeting of the committee held in Vancouver on November 27. The group discussed cataloguing standards, acquisitions suppliers and technical services reports. The participants were also provided with a demonstration of the OCL CD-ROM cataloguing system.

Government Libraries Association of British Columbia (GLABC)

Maureen Lawson represented the Library at GLABC by chairing the Standards Committee of the group.

British Columbia Library Association, Government Publications Committee

In November the Library acted as host for a meeting of the British Columbia Library Association's Government Publications Committee. Topics discussed included the long standing need to establish an efficient government publications depository system to meet the needs of libraries and their users throughout the province.

The Physical Plant

Space Requirements

The Library's chronic difficulty with shortage of space to house its clients, staff, books and equipment continued to affect the efficient delivery of services. In order to alleviate the problem several initiatives have been put into effect.

Disbinded British Columbia Newspapers: Local museums and archives who might be interested in acquiring the original hard copy files of newspapers from their area are being contacted to ascertain whether the newspapers can be turned over to them after they have been filmed by the Library.

Periodicals Discarded: Long runs of older periodicals which are candidates for discard have been examined. Those designated as peripheral to the collection have been prepared for listing on the Duplicate Exchange List and eventual discard from the collection.

British Sessional Papers: Sessional Papers from Great Britain which are considered essential to the collection but not required on a day-to-day basis have been moved to the Dome storage area.

Selective Weeding: Long runs of government publications from Great Britain and Australia were removed from the collection. Back runs of the reference collection and francophone material no longer needed in the collection were also placed on Duplicate Exchange lists for acquisition by other institutions.

Noise Abatement

In order to ensure that the Library operated within the guidelines established for noise levels in the work place, the Manager of Training and Safety Programs in the Ministry of Provincial Secretary and Government Services examined the noise level in the Acquisitions Division. As a result of his recommendations to reduce the noise level, the staff, furniture and equipment in the Division were reallocated. The Serials Librarian's desk was moved to the main office and noisy equipment such as the Wang Daisy Wheel Printer, the photocopy machine and the Microcom 1600 were reallocated to the enclosed annex, Room 016A.

Photocopy Equipment

In December the Library upgraded its photocopy equipment in order to improve the level of service to clients. The Pitney Bowes 2800 in the Acquisitions Division was exchanged for a Toshiba BD7720 with a sorter attachment. A new Pitney Bowes 3800 replaced the Xerox 4000 on the Reference floor. The latter has been moved to a corner of the stack area where it is used as a back up copier by staff for copying books with narrow margins.

Collection Theft

During February the Library was made aware of the theft of three titles from its collection which were being offered for sale to a Seattle antiquarian dealer. As a result of this breach in security the Library revised its policies towards non-legislative researchers given access to the stacks. A new procedure which requires formal registration and identification of prospective users has been put in place.

An alarm has also been installed on the door which exits on the main floor to the corridor outside the Government Publications Division. The alarm imposes some inconvenience to staff members but is an effective deterrent to those who formerly used that exit instead of leaving the Library via the Information Desk area.

Appreciation

The Legislative Librarian acknowledges the contribution of all staff members in their efforts to ensure that the needs of clients were met. The year proved to be one of increased library activity with stringent demands on staff as clients increased their demand for services. Staff dedication and hard work made it possible to overcome the problems of staff shortages due to illness and other absences. Throughout the year clients' needs were met efficiently and cheerfully.

APPENDIX I

Library Staff

(as of November 1987)

Legislative Librarian Joan A. Barton
Secretary Stephanie F. Wood
Deputy Legislative Librarian Margaret E. Hastings

REFERENCE DIVISION

Head	Maureen Lawson
Librarians	Vivienne Bruce Cheryl Lumley Mary Ann Murphy William M. Peters Frederike Verspoor
Reference Clerk	Johanna Reay-Nesbitt
Assistants	Shannon Campbell Stephen Norman Linda Stinson Susan Walsh William D. Williams

CATALOGUING DIVISION

Head	Sheila Gann
Librarians	Wendy J. Carmichael Marjorie J. Howell Lois E. McGregor
Cataloguing Clerk	D. Joyce Robertson
Assistants	Jean MacDonald Cheryl Wenezenki (half-time)

GOVERNMENT PUBLICATIONS DIVISION

Head	John H. MacEachern
Librarians	Judith M. Bennett Roger D. Young
Documents Clerk	Linda M. Jackson
Assistant	Donna Locken

ACQUISITIONS DIVISION

Head	Margaret E. Hastings
Serials Librarian	Roderick V. M. Cardin
Acquisitions Clerk	Linda Cole
Assistant	Cheryl Wenezenki (half-time)
Filming Clerk	Gloria F. Mosser
Assistant	Lynn Bigwood
Library Attendant	Charles E. Beyer

SESSIONAL STAFF

Librarian	Patricia Somerton
Assistants	Verna Bradley Barbara de Jong

APPENDIX II

Staff Changes

Linda Cole, formerly half-time Office Assistant 2 in the Cataloguing and Acquisitions Divisions transferred to a full-time position in the Acquisitions Division on February 9.

Cheryl Wenezenki received a promotion from Office Assistant 1 (Reference Division, Newspaper Index Section) and transferred to the Office Assistant 2, Cataloguing/Acquisitions position vacated by Linda Cole, March 11.

Shannon Campbell filled the Office Assistant 1, Reference Division, Newspaper Index Section, vacated by Cheryl Wenezenki.

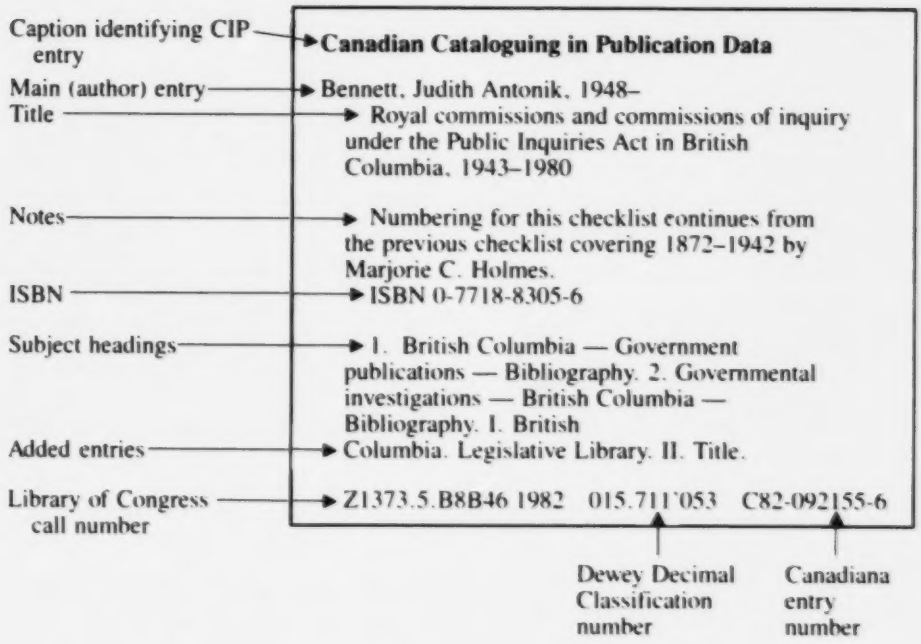
As a result of the increased demand for reference service by Members of the Assembly and their staff, Speaker John Reynolds gave permission for an additional Reference Librarian to assist in the Reference Division during the Session. Patricia Somerton joined the staff as Sessional Librarian on March 23.

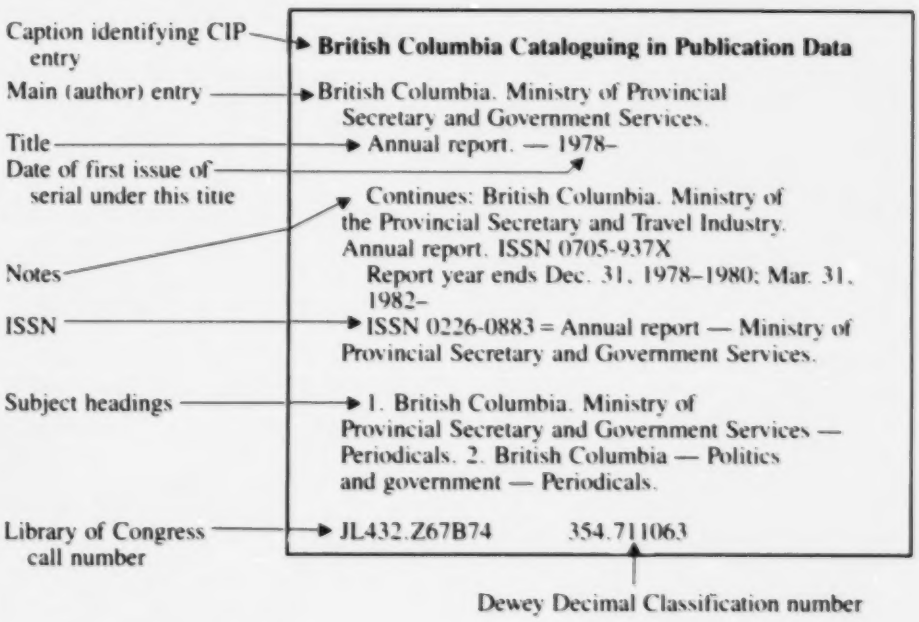
On June 5, Kathryn Reine was promoted to an Office Assistant 2 position in the Speaker's Office. She was replaced in the Reference Division, Newspaper Index Section by Barbara de Jong, on June 15.

On November 16 Susan Walsh was appointed Office Assistant 1 in the Reference Division, Newspaper Index Section, replacing Barbara de Jong who took over the Sessional Typist, Office Assistant 1 position. The change resulted from Joanne Westby's decision to resign as a member of the sessional staff after several years of service.

APPENDIX III

Examples of Full CIP Entries Printed in Government Publications


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

APPENDIX IV

Statistical Summary

	1986	1987
Reference Services		
Questions Answered	6,797	7,270
Computer Searches	106	182
Newspaper Index Entries	60,604	68,299
Circulation	2,316	3,155
Inter-Library Loans		
— material requested by Library	54	83
— material requested by other libraries	295	279
Photocopy Services*	113,300	148,319
Government Publications		
Publications Received	47,860	50,927
Titles Listed in the Monthly Checklist	962	1,011
Cataloguing Services		
New Titles Catalogued	2,745	2,572
Retrospective Conversion/Reclassification	1,072	784
Cataloguing in Publication (CIP)	304	288
Acquisitions		
Titles Received		
— Books	3,472	3,115
— Periodicals	1,339	1,420
— Catalogued Serials	1,180	1,177
— Newspapers	239	240
Filming		
Frames Used	323,574	364,339
Duplicate Exchange		
Items Distributed	10,686	6,529

* Includes Microprinting

APPENDIX V

Glossary of Selected Terms and Abbreviations

AACR — Acronym for Anglo-American Cataloguing Rules; the first edition appeared in North America in 1966. A second edition (AACR 2) published in 1978, is the product of a Revision Committee which includes representatives from the British Library, the Library of Congress, the British and American Library Associations and the Canadian Committee on Cataloguing.

AUTHORITY FILE — A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the headings for series cards, which are used as headings in the catalogue. The entries are made when a heading is first decided upon. It gives the cataloguer a record of the forms used in the public catalogues.

CD — Compact disc.

COM — Abbreviation for computer output microfilm/microfiche; instead of a paper output, a computer system may print out directly in a microformat, at a lower cost than on paper, and at speeds of over 100 times faster.

CATALOGUING IN PUBLICATION (CIP) — CIP was pioneered in the Library of Congress in 1971. The aim of the program is to provide bibliographic data for new books in advance of publication. CIP depends heavily on the voluntary cooperation of publishers.

CROSS-REFERENCES — In indexing and cataloguing, references or directions from one heading to another. 1. Single (see —). An instruction to look elsewhere for all items relating to the subject matter which is sought. 2. Reciprocal (see also —). An instruction to look elsewhere for other items relating to the subject matter sought. 3. Multiple (see also —). An instruction to refer to several other places, usually to more specific entries.

DEC — Digital Electronic Corporation.

DERIVED CATALOGUING — The cataloguing of a bibliographic item by using an existing bibliographic record and altering it as needed to fit the item in hand and to conform to local cataloguing practice.

DOWNLOAD — To download is to transmit a file or program from a central computer to a smaller computer or a computer at a remote site.

EMULATION — 1. The imitation of all or part of one computer system by another, primarily by hardware, so that the imitating computer system accepts the same data, executes the same programs, and achieves the same results as the imitated computer system. 2. The use of programming techniques and special machine features to permit a computing system to execute programs written for another system.

HIT — 1. A match or comparison reached or made when a file is searched for specific data items. For example, in automatic information-retrieval systems, a find made when the label of a stored item matches the search key. 2. In file maintenance, the finding of a detailed record for a master record.

INTERFACE — 1. The means of interaction between two devices or systems that handle data in different ways, such as in different codes or formats. 2. A shared boundary between two devices, systems, or programs, as in the use of the same register or storage location.

LIBRARY OF CONGRESS (LC) — The Library of Congress provides library and information services by authority of the Congress of the United States of America. It is responsible for giving priority in its services to Congress. Although not officially a national library it provides services appropriate to a national library, and at a higher level than most other specifically designated national libraries.

LC aims to develop a comprehensive national collection of printed literature, maps, films, music, audiovisual materials and manuscripts. It is responsible for the production of the national bibliography.

LC developed machine-readable cataloguing (MARC) databases for bibliographical records.

MARC — The MARC format was developed to provide an internationally acceptable standard for the exchange of bibliographic data in machine-readable form. Each record can accommodate a large quantity of bibliographic data in machine-readable form. In addition to a full AACR 2 description, the record may contain Dewey Decimal Classification numbers, Library of Congress Classification numbers, Precis subject headings and Library of Congress subject headings. Any of these individual elements may be used to access the MARC file of bibliographic records. The MARC format is available for many different types of library materials (monographs, serials, audio-visual materials) and has become an international standard. It is used in many countries, e.g. the United Kingdom, the United States, Australia, Canada, France and Scandinavia.

MONOGRAPH — A separate treatise on a single subject or class of subjects, or on one person, usually detailed in treatment but not extensive in scope and often containing bibliographies. Frequently published in series. In cataloguing, any publication which is not a Serial.

NAME AUTHORITY FILE — The list of name headings used in a given catalogue, and the reference made to them from other forms. See also Authority file, Subject Authority File.

OCL — 1. Operation Control Language. A programming language used to code operation control statements. 2. In office systems, a batch control statement used by an operator to control the printing of a document.

ORIGINAL CATALOGUING — The preparation of the bibliographic record of a bibliographic item without recourse to an existing record for the identical item.

RECON — Abbreviation for retrospective conversion, e.g. of serial records to an automated form.

ROM — Read-only memory; a type of memory whose contents do not change and cannot normally be altered.

SERIAL — Any publication issued in successive parts, appearing at intervals, usually regular ones, and as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies.

SHELF LIST — A list of the books in a library, the entries being brief and arranged in the order of the books on the shelf. It forms, in effect, in a classified library, a subject catalogue without added entries, analytics and cross-references.

SUBJECT AUTHORITY FILE — Subject headings used in a given catalogue, and the references made to them. Also the entries made for the classified list of class symbols or numbers and the appropriate subject index entries made when first allocating a book to a particular position in the classification.

UPLOAD — To upload is to transmit a file to a central computer from a smaller computer or a computer at a remote location.

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